

# SYSTEMWIDE POLICY

## Travel and Expense Reimbursement Policy

**This Policy is Applicable to the following Corewell Health sites:**

**SYSTEMWIDE**

Continuing Care, Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Big Rapids Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Gerber Hospital, Corewell Health Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen DeVos Children's Hospital), Corewell Health Greenville Hospital, Corewell Health Ludington Hospital, Corewell Health Medical Group East, Corewell Health Medical Group West, Corewell Health Pennock Hospital, Corewell Health Reed City Hospital, Corewell Health South (Niles, St. Joseph, and Watervliet Hospitals; Corewell Health Medical Group South; Applicable Corewell Health South Regional Sites), Corewell Health Specialty Pharmacy, Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak), Corewell Health Zeeland Hospital, Corporate (Corewell Health East), Corporate (Corewell Health West, South and Priority Health), Outpatient/Physician Practices (CHW), Priority Health

**Applicability Limited to:** N/A

**Reference #:** 637

**Version#:** 7

**Effective Date:** 01/01/2026

**Functional Area:** Finance

**Department Area:** Corporate Accounting, Finance, Financial Reporting

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### 1. Purpose

The purpose of this policy is to define the standards and expectations for expenses associated with business travel and expenses for all team members of Corewell Health.

This policy promotes consistent application of expense practices, ensures proper stewardship of company resources, and supports transparency, accountability, and compliance.

**General Best Practice:** The most economical method of expense categories (travel, lodging, food, entertainment, etc.), should be used after considering total time and convenience involved, as well as direct costs for airfare, mileage, other fares, taxis, rental cars, etc.

The Internal Revenue Service ("IRS") requires specific documentation for team member reimbursement which is the basis for these guidelines.

The President & Chief Executive Officer or the Chief Financial Officer reserve the right to temporarily restrict provisions of this policy and/or require Senior Vice President level approval as necessary, from time to time. Appropriate communication will be provided to all Corewell Health team members in these circumstances. Corewell Health reserves the right to deny reported business expenses determined to be contrary to the intent of this policy or in violation of applicable regulations.

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## 2. Definitions

This section establishes the working definitions for key Team Member types referenced in this policy.

- **Employed** – an individual who receives their paycheck from Corewell Health.
- **Non-Employed** – an individual who does not receive their paycheck from Corewell Health, but is eligible for expense reimbursement (for example: contingent workers).
- **On-Site Team Member** – an individual who regularly works at a Corewell Health location.
- **Hybrid Team Member** – individual who sometimes works off-site and sometimes works on-site at a Corewell Health location.
- **Remote Team Member** – an individual who regularly works off-site, without any designated on-site hours.

## 3. Policy

### 3.1. Responsibility and Enforcement

- 3.1.1. **Control over discretionary expenses is the responsibility of each department leader.**
- 3.1.2. **Team members incurring a business expense on behalf of Corwell Health are expected to use this policy to maintain control over expenses. There is no substitute to integrity.**
- 3.1.3. **Team Members must seek approval from their cost center leader to determine if funding is available before expenses are incurred.**

### 3.2. Reimbursement Process

- 3.2.1. Corewell Health team members are required to submit reimbursement requests through the online Expense Report in Workday within 60 days from the date the expense was incurred. Expenses greater than 60 days old will require additional Senior Vice President approval for an exception. Reimbursement is likely to be denied, and travel privileges revoked if expense reports are not submitted in a timely and accurate manner.
- 3.2.2. Non-employed team members entitled to expense reimbursement by Corewell Health will be required to submit the appropriate Supplier Invoice Request (for non-employee) in Workday, supported by required documentation consistent with the requirements of this policy. Refer to Accounts Payable.
- 3.2.3. Reimbursement payments will be paid weekly through direct deposit (separate from payroll) for Corewell Health Employed team members or an Accounts Payable check for non-employed team members.
- 3.2.4. Reimbursements will be denied for reasons including, but not limited to:
  - 3.2.4.1. Expenses that lack required documentation
  - 3.2.4.2. Expenses that do not include a specific (i.e. who, what, when, where, why business purpose
  - 3.2.4.3. Expenses determined to be unreasonable as to the amount requested.
  - 3.2.4.4. Cash Advances for anticipated travel expenses
  - 3.2.4.5. Expenses not actually incurred, i.e., order or registration confirmation including payment method but not including confirmation of shipping and/or posted payment transaction, not associated with the travel, or previously submitted.
  - 3.2.4.6. Failure to follow policy may warrant disciplinary action, up to and including termination of employment.

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### **3.3. Receipts**

Itemized receipts are always required for hotel/accommodations, airfare, business meals, and all expenses greater than \$25.

For any expense charged to a grant work tag or funded from a grant, a detailed receipt is required even if the expense is below the \$25 threshold. This requirement exists as both federal and non-governmental awards have specific requirements for reimbursement.

The documents provided should detail the expense and provide proof of a processed payment transaction. An order confirmation or registration confirmation alone is not sufficient, even when including reference to your payment method, unless it includes proof of a payment transaction.

### **3.4. Approval**

Team members traveling or incurring expenses on behalf of Corewell Health must have authorization (verbal or email) from their direct supervisor before incurring any expenses. If the estimated expense reimbursement exceeds \$5,000 or includes international travel, formal pre-approval must be obtained by creating a Spend Authorization in Workday. The [Senior Vice President Override Approval Form](#) should be used by those who cannot access Workday. Failure to receive the appropriate pre-approval may result in denial of the reimbursement.

The approving direct supervisor is responsible for reviewing the accuracy and validity of submitted expenses. By approving the expense report, the supervisor confirms review and adherence to the policies and assumes accountability along with the team member.

Upon submission of a team member expense report for approval, the approver will be the team member's direct supervisor or designee. Additional approvals may be required by the cost center, grants, or project manager. The approver for non-team members will be the director responsible for their activities.

### **3.5. Mileage and Personal Use of Automobile**

Team members will be reimbursed for auto mileage and related tolls incurred in their personal vehicle when traveling for the ordinary and necessary conduct of Corewell Health business in compliance with the IRS rate in effect during the period of travel. Team members will be reimbursed for travel when they start at one Corewell Health location and travel to another work-related location with certain exclusions or limits noted below. Team members subtract Commuting Mileage for each trip made, even when traveling multiple times in a day, or on days they don't normally commute.

Corewell Health requests team members to use judgement to contain costs by using carpooling and/or our internal fleet vehicles whenever possible.

Team members must have a valid driver's license and proper levels of insurance to use their automobile for Corewell Health business.

#### **Exclusion or Limits**

Mileage will be reimbursed for travel that exceeds the team member's standard commute for the day if starting or ending the day at a location other than their primary location. Standard commute miles (the distance between a Team Members residence and primary work location) will not be reimbursed for any travel including weekends, holidays, or other non-scheduled work time. The Primary work location is considered the team members default Location in their Workday profile. Team members are responsible for amending their mileage claim to properly reflect the required deduction.

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In long distance travel situations (300+ miles) where a team member prefers to drive versus fly, transportation by private vehicle will be reimbursed at the approved mileage rate or the applicable in-lieu-of airfare rate, whichever is lower.

If Corewell Health transportation is provided (i.e. shuttle, charter bus) and team member chooses not to utilize, mileage will not be reimbursed.

A team member eligible for an auto allowance or stipend should refer to their respective agreement.

### **3.5.1. Local Travel**

Local Travel is considered any destination with a one-way distance of 10 miles or less from the originating location.

- Reimbursable (exempt from local mileage exclusion):
  - Team members that provide direct patient care and are required to provide that care at multiple sites during a single shift.
  - Team members who make multiple patient/referral visits in a work day.
  - Team members that are required to travel between Corewell Health locations on a regular basis for their job responsibilities.
- Non-reimbursable:
  - Local travel for administrative related work/meetings (including multiple trips in a single day between facilities that are individually 10 miles or less).
  - If a team member covers another team member's shift or picks up another shift that requires travel between two facilities.

The following are examples of reimbursement less standard commute miles:

- Example 1: An employee who works at William Beaumont University hospital (and has this as their primary work location in workday) commutes 8 miles each way. If they travel (directly from home) 18 miles to Corewell Health Southfield Center where they spend the entire day, then the employee would be reimbursed for 20 miles (36 miles traveled – 16 miles normal commute).
- Example 2: If the same employee spends the entire day at Corewell Health Troy hospital which is 8 miles round trip from the employee's home, then the employee would not be reimbursed for any mileage, since this is less than their typical commute of 16 miles round trip.
- Example 3: If the same employee first went to their primary work location (WBUH) and then made a visit to Troy hospital (11 miles) and then home (8 miles) the employee would NOT be reimbursed (8 miles to WBUH + 11 miles to Troy + 4 miles to home = 23 miles less standard commute of 16 miles = 7 miles which is less than our 10 mile minimum for local travel).

### **3.5.2. Team members with No Regular Office and No Home Office**

The first business contact (location) in a particular day is considered the team member's office. Mileage expenses between the residence and the first business location will not be reimbursed. Mileage expenses between the last business location and their residence will not be reimbursed. Mileage from one business location to another will be reimbursed, subject to the Local Travel exclusion.

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### **3.5.3. Hybrid Team Members**

Hybrid team members may be expected to come to a Corewell Health location as though it is the worksite. (All team members have an assigned Corewell Health work location on record – regardless of whether the team member regularly reports to that location.) In those circumstances:

- Team members are not entitled to travel and expense reimbursement, including mileage, for travel to/from home to the work location. If the work location is different than the team member's primary work location, the team member is eligible for mileage in excess of their commute from home to their assigned Corewell Health work location.
- Team members who have flexibility in when they may come to their assigned work location, and who choose to do so in the middle of the work shift, are not entitled to travel and expense reimbursement.

### **3.5.4. Remote Team Members**

Remote team members are not eligible for travel and expense reimbursement.

### **3.5.5. Exception Approval Process for Remote and Hybrid Team Members**

Corewell Health may have a business purpose to negotiate out of state travel expense reimbursement as a part the recruitment process to fill critical positions within the organization. If a leader would like to pursue this exception, a business justification would need to be submitted to the Senior Vice President responsible for the department and the SVP, Corporate Controller for approval. If approved, the specific details will be documented in the candidate's offer letter.

## **3.6. Business Meals**

### **3.6.1. Business Meals – Off-site (Leadership, Strategic Planning and/or Recruitment)**

Team members will be reimbursed for off-site business meals pertaining to leadership, strategic planning and/or recruitment that supports the mission and vision of Corewell Health. The reimbursement request must include the business purpose, as well as a listing of all attendees, including their title and business affiliation. These meals are limited to \$75/person.

Reasonable costs for up to one (1) alcoholic beverage per person during an off-site business meal are reimbursable under the following conditions:

- The beverage accompanies dinner.
- They are claimed separately from the meal portion of the expense using the specific Expense Item "Alcohol" on the Expense Report.
- Approved by a Vice President or above.

The following documentation is required:

- Detailed receipt and proof of payments (non-itemized credit card receipts/statements are not sufficient documentation)
- Meeting agenda that clearly states the Corewell Health business purpose
- Attendees

### **3.6.2. Business Meeting Meals – On-site**

Reimbursement will be provided to Corewell Health Team Members and non-team members for modest on-site business meals (i.e., sandwiches, pizza, etc.) and light refreshments/beverages that are served at on-site business meetings lasting four hours or longer. These meals are limited to \$25/person.

Preference should be given to internal [Corewell Health Catering](#) before using an Entities will reference associated Documentation contained within this document as applicable  
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outside vendor.

Meals should not be served at meetings that are less than four hours in duration. These expenses will not be reimbursed.

The following documentation is required:

- Detailed receipt and proof of payments (non-itemized credit card receipts/statements are not sufficient documentation)
- Meeting agenda that clearly states the Corewell Health business purpose
- Attendees
- Date, location, and duration of meeting

### **3.7. Travel Meals (Individual)**

Meals are reimbursed for overnight travel only. Individual meals, including beverage, tax and gratuity are limited to the following amounts per meal: \$15 for breakfast (5am-11am), \$25 for lunch (11am-3pm), and \$35 for dinner (3pm-9pm). Snacks and beverages will not be reimbursed, unless the snack item is in lieu of, not in addition to, a meal. Note: Amounts per meal may not be carried over or combined into a daily average.

Travel Meals are not reimbursable for day trips. No meals will be reimbursed when travelling to Corewell Health locations, unless the approved business travel necessitates an overnight stay.

Purchased meals must be commensurate within travel times. (i.e.: the flight to business destination departs at 4pm, so there should be no breakfast or lunch claimed for reimbursement day of departure).

The requested reimbursement must be based on actual expenses paid. If meals are available through the conference reimbursement for that meal is not reimbursable. If a team member chooses to spend more than the allowable amount per meal, they will only be reimbursed for the allowable amount.

Alcohol is NOT reimbursable.

### **3.8. Office Supplies/Miscellaneous Purchases**

Team members who need office supplies may work with their leader to acquire them through the Corewell Health catalog Requisition process: [Procurement SharePoint](#). Team members will not be eligible for the reimbursement of office supply expenses that are purchased outside of this process.

Miscellaneous business expenses that cannot be obtained through Procurement are reimbursable (as policy exception) when accompanied by a detailed justification.

### **3.9. Conference / Professional Development (Excluding Continuing Medical Education and Graduate Medical Education)**

Corewell Health offers vast opportunities for development at no cost to the team member or department and these should be explored prior to leveraging external resources. Corewell Health may reimburse or partially reimburse team members for the direct costs of obtaining credentials, training, and/or certifications with approval. All professional development expenses must be preapproved by the leader before incurring. Please refer to **Corewell Health Professional Development Policy**.

**Physicians and other provider team members should refer to their applicable Continuing Medical Education (CME) or Graduate Medical Education policies for reimbursement of**

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### **Professional Development expenses.**

**Corewell Health East Nursing Professional Development benefits are excluded from this section of the policy. Corewell Health East Nursing Team Members should submit inquiries and requests for reimbursement pertaining to Professional Development expenses to Benefits Administration through the HR Case in ServiceNow.**

#### **3.10. Conference/Registration Fees:**

Corewell Health encourages a virtual first approach to conferences if an effective virtual option is available.

**Non-Provider team members are limited to the following number of learning events during a calendar year regardless of conference fees, even if they are complementary:**

- Vice Presidents and above: No more than two (2) offsite conferences per year will be reimbursed
- Directors: No more than one (1) offsite conference per year will be reimbursed
- Managers: Conference fees for no more than one (1) virtual conference per year will be reimbursed
- Individual Contributors: No-cost virtual options should be used

Approved conference fees must be paid personally. Voluntary political and/or other donations that are added on to the conference registration fee will not be reimbursed.

Request for reimbursement can be submitted with the appropriate documentation which includes:

- Conference/event agenda detailing the location and dates
- Detailed receipt and proof of payments (non-itemized credit card receipts or statements or uncashed copies of personal checks are not sufficient documentation)

The team member agrees to disseminate learnings within 30 days of attending the professional development through either a formal presentation or a related project.

#### **3.11. Membership Dues & Subscriptions (Excluding Continuing Medical Education)**

Corewell Health may allow for the payment of dues and fees if required for a team member's or department's position and duties, and if the membership or subscription provides a benefit to Corewell Health. These include:

- Membership dues (new membership and renewals) to professional organizations.
- Membership dues (new and renewals) for professional certifications required for a team member's role.
- Subscriptions to professional journals or newspapers, only if required for the job and limited to one publication.

The following expenses are not eligible for reimbursement, including but are not limited to:

- Lifetime memberships
- Airline and airport club memberships
- Memberships for entertainment only

Continuing Medical Education (CME) benefits are exempt from this section of the policy. Physicians and other providers should refer to the Continuing Medical Education (CME) Policy for reimbursement of dues and subscriptions.

#### **3.12. Tuition Assistance**

Please refer to Corewell Health's Tuition Assistance Policy- Tuition Assistance

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### **3.13. Airfare**

All Airfare related expense are to be booked through the Corewell Health designated travel agency unless there is a demonstrated better value on a per case basis. If booked outside of the Corewell Health designated travel agency, team members must attach documentation that illustrates a better value for reimbursement. Team members should be aware that airline tickets purchased elsewhere may not be considered reimbursable. Providers making travel arrangements for individual CME (CME Allowance Plan use) are NOT REQUIRED to use Corewell Health's designated travel agency. Corewell Health's designated travel agency is required for all other travel including departmental funded CME trips. It is best practice to book trips a minimum of 14 days in advance to achieve the most competitive rates.

The direct bill payment option is not available for travel related to CME. Providers must use a personal (out-of-pocket) method to pay for travel when it is being purchased under a CME allowance plan and is booked through the Corewell Health designated travel agency. Once purchased, providers can submit the expense for reimbursement.

Corewell Health will make direct payment for airfare through the Corewell Health designated travel agency for all non-CME related travel.

Domestic air travel must be made for a refundable class not to exceed Main Cabin only by the most direct or economical route to the destination. Fees for airline upgrades (i.e.: preferred seats, class upgrades, and trip protection) are not reimbursable.

Airline baggage fees will be reimbursed for one checked luggage per flight. In-flight Wi-Fi is an allowable expense when necessary for business continuity during travel and when the flight is greater than three hours in duration, not including layovers or connections.

Chartering or renting other aircraft on behalf of Corewell Health is not permitted without written prior approval from the CEO or CFO. If pre-approved, the chartering company must provide the pilot and proof of insurance.

### **3.14. Hotels**

Hotels (unless affiliated with a conference sponsor) should be made through the Corewell Health designated travel agency - unless there is a better demonstrated value (documented and attached to the expense report - including but not limited to the use of Airbnb and VRBO).

Hotels for all events should be selected to provide accommodations convenient to the meeting.

Travelers should keep costs reasonable and avoid premium or luxury properties

Providers making travel arrangements for individual CME (CME Allowance Plan use) are NOT REQUIRED to use Corewell Health's designated travel agency. Corewell Health's designated travel agency is required for all other travel including departmental funded CME trips.

Hotel accommodations are reimbursable for non-local business travel to Corewell Health or non-Corewell Health sites when:

- Business activities (such as meetings, training, site visits, or other work-related obligations) continue into the next day, **or**
- Travel exceeds two hours and the scheduled start time is before 8:00 a.m. or the end time is after 7:00 p.m., creating unreasonable travel expectations (for example, requiring a team member to leave home before 6:00 a.m.).

Reimbursement will be made for lodging at the conference rate or the hotel rate for single

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occupancy at the completion of the trip.

A reimbursable business expense is limited to the minimum duration necessary to ensure the business purpose of the trip is achieved at the daily rate quoted for single occupancy.

Lodging in excess of the minimum necessary for the business purpose is permissible if the extra night(s) reduces airfare, and the sum of all related expenses (hotel, meals, parking etc) does not exceed the airfare savings.

Hotel charges are the responsibility of the team member and will be reimbursed by Corewell Health at the completion of the trip. Reimbursement is based on single occupancy rates. If a hotel deposit or non-refundable pre-payment is required prior to the date of business, the team member may seek reimbursement with detailed documentation supporting the processed payment transaction.

Reimbursement of hotel expenses (other than deposits) will be made only after completion of the trip.

Corewell Health will only reimburse expenses for team members or authorized non-team members. Refer to [Section 3.16](#)

### **3.15. Telephone/Internet**

Business and personal telephone calls made using a personal mobile device are not reimbursable.

Necessary business internet fees incurred during approved business travel are eligible for reimbursement when supported by itemized hotel statement or clearly documented within the corresponding expense line entry on the reimbursement report.

Home internet costs are non-reimbursable expenses.

### **3.16. Ground Transportation**

The most inexpensive mode of ground transportation must be used (e.g., shuttle service, Uber, etc.). This also includes road tolls.

#### **Vehicle Rental**

- All vehicle rental arrangements should be made through a [Corewell Health designated travel agency](#). Providers making travel arrangements for individual CME (CME Allowance Plan use) are NOT REQUIRED to use Corewell Health's designated travel agency. Corewell Health's designated travel agency is required for all other travel including departmental funded CME trips.
- Vehicle rental will be reimbursed for an intermediate or mid-size rental unless there are more than four (4) passengers.
- Team members will not be reimbursed for elective coverage such as personal accident insurance (PAI) or the full collision damage waiver (DW.CDW) offered on rental contracts, except if traveling outside the continental United States. Team members are covered under Corewell Health's general liability insurance policy.
- Before returning the rental vehicle, the team member must fill the gas tank to the level determined by the agreement. A Fuel Service Option (FSO) is elective and considered non-reimbursable.
- Team members will not be reimbursed for roadside assistance insurance/protection, car seats, GPS units, satellite radio, luggage racks, winter tires or toll pass devices.

#### **Taxi, Pre-arranged Rides or Ride Sharing (including but not limited to Uber or Lyft)**

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- The costs to and from the airport and the conference site are reimbursable expenses.
- Pre-arranged rides should only be used when the cost of the pre-arranged ride is comparable to the taxi or ride share.

### **3.17. Parking**

Whenever possible, it is advised to explore free parking options, such as hotel-provided parking, municipal lots, or validated parking through meeting venues. However, when no free alternatives are available, it is considered best practice to seek out the most cost-effective paid options to minimize expenses. Prioritizing economic parking spaces demonstrates fiscal responsibility and helps reduce overall travel costs.

- Parking fees are reimbursable expenses and will include parking at the local airport as well as parking at conferences.
- Costs for valet service are reimbursable in instances where the hotel exclusively offers valet parking.
- Parking costs are not reimbursable at Corewell Health facilities.

### **3.18. Tips**

Reasonable tips are reimbursable for bellhops, porters, and taxi drivers. Food service tips should not exceed 20%.

### **3.19. Guests**

Team members can have a travel companion accompany them on business trips. All incremental and additional charges (hotel, meals, airfare, etc.) are the responsibility of the team member and are not reimbursable by Corewell Health. Team members will only be reimbursed for hotel accommodations at the conference rate or single occupancy rate.

### **3.20. Technology**

The procurement of technology such as hardware, software, applications, network-attached devices, data storage and processing, and related professional services must follow the Corewell Health Technology Procurement Policy. This policy assures that management of technology and the associated risks meet Corewell Health standards. Technology related costs are non-reimbursable if included on an expense reimbursement request.

Procurement includes the process of acquiring goods or IS/IT services (including proofs-of-concepts or "demos"), using contracted labor for IS/IT services, and negotiating directly with suppliers for contract terms and pricing. It also includes the quotation, acquisition, receipt and payment for all IS/IT assets and services within Corewell Health.

### **3.21. Employee Recognition**

- See [Corewell Health Recognition Program Overview](#) for guidelines on Employee Recognition and Rewards.
- All Reward and Recognition expenses should be facilitated through the [enCore](#) platform.
- If employee recognition is provided outside of enCore, a Senior Vice President Approval is required. Expenditures must not exceed \$15 per team member annually. Coffee, snacks, candy or other food as employee recognition is subject to the threshold listed.
- Non-work-related personal events (i.e., birthday, new baby, holiday, wedding,

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etc.) will not be reimbursed.

- For recognition gatherings Corewell Health locations should be used whenever possible to reduce the cost of room rentals.

### **3.22. Bereavement/Serious Illness**

Sympathy flowers for bereavement or serious illness of a team member, their immediate family member or significant other should be obtained through Procurement whenever possible. If Procurement is not available for this purpose, flowers may be purchased directly and reimbursed. In all cases, the total cost should not exceed \$75, including tax/delivery charges. Sympathy gifts are restricted to flowers only as a small, compassionate gesture and only one floral arrangement per impacted team member. The arrangement should the acknowledgement: *"From your friends and colleagues at Corewell Health's XX department."* The leader of the impacted individual's department is responsible for ensuring the guideline is followed. Any additional gestures beyond this must be personally funded.

### **3.23. Non-Reimbursable Expenses**

The following items are specifically not reimbursable (not exclusive) expenses by Corewell Health. These include, but are not limited to:

- "Personal" charges (hotel porterage fees, childcare, house-sitting, pet-sitting/kenneling charges, movies, laundry, recreation, parking tickets or traffic violations, damage to personal vehicles while on CH business, health clubs, ATM fees, Late Fee's etc.)
- Airfare upgrades (i.e.: preferred seats, class upgrades and trip protection)
- Expenses for team member gifts and meals related to the celebratory recognition of "personal" events; including but not limited to birthday, new baby, holiday, wedding etc.
- Travel for non-work related business such as funerals, birthday parties etc. for current or former team members or their families
- Payments made by perk miles, points, credit vouchers or gift cards.
- Gift cards or gift certificates of any value are not reimbursable
- Medical or non-medical supplies (including office supplies) that are normally acquired through the standard Catalog process (i.e.: Supply Chain Services) or issued through inventory (e.g., Walkent Warehouse). If you are uncertain if a purchase is in violation of this policy, please contact the Supply Chain Services department directly at (616) 391-5555.
- Hazardous materials.
- Any equipment that is required to go through the Capital Acquisition Process (see also [Property Plant and Equipment \(PPE\) Capitalization and Depreciation Policy](#) [\(Excluding Software Developed or Obtained for Internal Use\)](#) [Property Plant and Equipment \(PPE\) Capitalization and Depreciation Policy \(Excluding Software Developed or Obtained for Internal Use\)](#))
- Relocation and moving related expenses are not reimbursable through the expense reimbursement application. Note: ALL Relocation related expenses are to be facilitated by the HR Talent Acquisition Recruiter for processing.
- Donations

### **3.24. International Travel**

International travel must be pre-approved by a Senior Leader on a Spend Authorization in Workday on a per-trip basis.

It is the team member's responsibility to convert the expenses incurred from foreign currency to U.S. dollars on each receipt based on the current exchange rate. The U.S. dollars should be placed on the expense report form and submitted in the online expense reimbursement

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tool. This conversion will be reflected automatically on a credit card statement if a personal credit card is used.

If a conference rate is available, the team member should give the information to a Corewell Health designated travel agency. If booked outside of the Corewell Health designated travel agency, team members must attach documentation that illustrates a better value for reimbursement.

### **3.25. Travel Cancellation**

If cancellation is necessary, the team member is responsible for the following:

- Notify Accounts Payable that the trip has been canceled
- Notify Corewell Health's designated travel agency to cancel the arrangements
- Cancel hotel and related credit card hold
- Notify conference sponsor and collect any pre-paid registration
- Forward refund checks to accounts payable

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### **3.26. Policy Exceptions**

Any exceptions for reimbursement that are outside of these guidelines must have Senior Vice President approval, except for gift cards as noted in Section 3.20 above. The [Senior Vice President Override Form](#) should accompany the reimbursement.

If any of the forms submitted by a team member do not comply with the guidelines established in this policy, they will be considered “policy exceptions”, will not be paid and will be returned to the appropriate person. The approval of a Senior Vice President is required to override a “policy exception”.

If receipts are lost, the completed [Missing Receipt Affidavit](#) (Corewell Health West, South and Priority Health Link) [Missing Receipt Affidavit](#) (Corewell East link) must support the Expense Report. Reimbursement shall be made at the stated cost, including tips, up to Corewell Health's prevailing allowance for meals.

- 4. Policies Superseded and Replaced:** This policy supersedes and replaces the following policies as of the effective date of this policy: [Travel and Expense Reimbursement Policy, 637 (v.4) Legacy Spectrum Health; Employee Expense Reimbursement, Legacy Beaumont Health]
- 5. Revisions**  
Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.
- 6. Policy Development and Approval**

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Christina Freese Decker (President & CEO)

- 7. Keywords:**

airfare, business expenses, business meals, car rental, drive, driver, flights, fly, hotels, hr, hr policies, hr policy, human resource policies, human resources policies, international, international travel, meals, mileage, overnight, overnight travel, parking, pay, pay and compensation, taxi, travel, travel mileage and business expenses

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